

ORDINANCE 2026-002
WATER AND SEWER ORDINANCES

§100-1 Definitions: As used in this chapter, the following terms shall have the meanings indicated:

1. CURB-BOX (also known as a "valve box," "buffalo box," or "b-box")

A vertical cast iron sleeve, accessible from the public right-of-way, housing the shutoff valve (curb-cock or curb-stop) for a property's water service line. The curb-box is typically located between a building and the water main lines and usually consists of a metal tube with a removable or sliding lid, allowing access to the turn-key within.

2. CURB-STOP (also known as a "shutoff valve" or "curb-cock")

A valve and protective enclosure box placed in a user's water service line for the purpose of turning the water utility service on/off.

3. WATER/SEWER SERVICE

A water/sewer service (or lateral) is the utility line connecting the Town's utility main lines (water distribution system and sewer collection system) to a property's premises plumbing. The service or lateral originates at the meter and includes all piping, equipment, and appurtenances installed to deliver the utility to the property from said meter, including any portion of that line that lies within Town property, right-of-way, or easements.

§100-2 Responsibilities of Town and Consumer:

The Town reserves the right to gain access to and utilize any valve, curb-stop, water meter or device controlling the flow or delivery of water. The individual property owner is responsible for the installation, maintenance and repair of service lines or laterals from the point of connection at the Meter to the private connection including any backflow prevention device or other equipment controlling, regulating or measuring the supply of any utility service from the Meter. The Town is responsible for maintenance and repair of the main lines, and any water meter, seals, sending unit to deliver the utility up and until it leaves the water meter.

§100-3 Water Operator:

The Mayor shall designate a Town employee to serve as Water Operator. The designated employee must hold a Level 1 certification from the Wyoming Department of Environmental Quality as a water operator. This designation may be modified at any time at the discretion of the Mayor.

§100-4 Authority of Water Operator:

The Water Operator or other designated employee shall have the authority to investigate applications for water and sewer services. The Water Operator shall also have the authority to terminate or temporarily suspend water/sewer services as provided in this article.

§100-5 Duties of Clerk-Treasurer:

The Town Clerk-Treasurer shall collect all water and sewer service fees for individual connections to the Town's water and sewer system. The Clerk-Treasurer shall issue official receipts for all sums collected as cash and retain duplicate copies. All sums received for water and sewer services shall at once be deposited into the Town's Treasury.

§100-6 Responsibility for Payment:

The Town provides water and sewer services to properties and premises within the Town's service area. Responsibility for payment of connection fees, service fees, and special assessments applicable to the provision of those services shall rest, in each instance, with the owner of the property or premises, as recorded on the deed of trust, to which said service is provided. All such connection fees, service fees, and special assessments shall be billed to the property or premises owner. Where billing is sent to someone other than the owner, the fact that such owner shall not have been directly advised of amounts owed shall not relieve said owner of the responsibility to pay such amounts when due.

§100-7 Payment Schedule; Service Fees:

1. Once a property is connected to Town water and/or sewer and a billing account has been established, the property will continue to receive a bill, regardless of non-usage, unless it permanently abandons the water and/or sewer service as specified below:
 - a. A demolition permit must be obtained, whether or not a physical structure is being demolished.
 - b. The waterline must be capped in the horizontal with a fitting suitable for the type of material being capped and for installation in underground conditions.
 - c. The sewer line must be capped in the horizontal with a glued fitting appropriate for use in underground conditions.
 - d. The abandoned water or sewer line shall be inspected by the Town prior to backfill as part of the demolition permit.

§100-8 Corrections in Billing:

Corrections in billing activities will be made retroactively for not more than three billing cycles in the billing period immediately following validation of the error.

§100-9 Delinquent Accounts/Balances:

Where payments for water or sewer services provided by the Town have been past due for 60 days from the billing date, the Town shall have the right to file a lien against the property or premises to which such services have been provided in the amount delinquent. Any lien filed may be foreclosed as provided by law. In the event of foreclosure or other civil action to recover amount(s) owed, the Town shall be entitled to recover all costs of collection plus reasonable attorney's fees.

§100-10 Termination of Service Authorized:

1. The Town has the right to disconnect and refuse to connect or reconnect any water or other utility service for any of the following reasons:
 - a. Failure to meet applicable provisions of law;
 - b. Violation of rules and regulations pertaining to utility services;
 - c. Nonpayment of water or sewer bills when payments for such services remain past due for 60 days from the billing date;
 - d. Willful or negligent waste of services due to improper or imperfect pipes, fixtures, appliances or appurtenances or due to any other reason;
 - e. Tampering with or failing to have in place or maintain any water meter, seal, sending unit, backflow prevention device or other equipment controlling, regulating or measuring the supply of any utility service up to and including freezing;
 - f. Theft, diversion or use of utility services without payment;
 - g. Failure to allow access to any water meter or related sending unit upon reasonable request; or
 - h. Vacancy of premises.

2. Any disconnection shall follow the procedure set out in **§100-11**.

§100-11 Method of Termination of Water Service:

Where any of the reasons set out in **§100-10** exist, water services provided by the Town may be terminated. At least 10 days prior to such termination a pretermination notice shall be sent to the owner or other party designated for receipt of statements of account for that property or premises. Such pretermination notice shall specify the date of proposed termination and shall indicate that services will not be restored until the account has been paid in full or until such other reason for termination has been corrected, together with an additional fee set by Town Council resolution to cover the cost of terminating and restoring the service. The pretermination notice shall also note the affected party's right to file a written appeal of the proposed termination. Such appeal must be received by the Town within 10 days of the date of mailing of said notice prior to the actual termination of services, and must state the reason why services should not be terminated. A timely written appeal stays any service termination until resolved by the Council. The Town shall not be held responsible for any damages, physical or otherwise, resulting in the termination of water and/or sewer service.

§100-12 Unauthorized Connections; Uses; Tampering:

No person, association, firm or business shall make any unauthorized connection or adjust, turn on/off, terminate or otherwise tamper with the Town's water and sewer system.

1. Water utility:
 - a. Unauthorized activities include but are not limited to adjusting, turning on/off, terminating or otherwise tampering with any fire hydrant, valve, curb-stop, device

controlling the flow or delivery of water from the Town's waterlines, water meter or sending unit without the Town's permission. Any person, firm, corporation or other organization tampering with any device controlling the flow or delivery of water from the Town's waterlines, water meter or sending unit without the Town's permission shall be subject to all remedies under Wyoming law, as well as being responsible for all related costs of repair and being subject to termination of service under §100-10. Nothing in this section shall limit the ability of the property owner to operate their own curb-stop that they have installed on any lateral line running from the water meter.

- b. No person, association, firm or business shall in any way tamper with any water meter or related sending unit installed in the Town or refuse access to a meter or related sending unit by authorized Town personnel. Meters and related sending units shall be accessible for service during reasonable hours. If the Town determines any meter has been tampered with or if access to any meter or related sending unit is denied, the billing rate for any month for which no reading is obtained will be \$500 plus the base rate. A property owner may appeal such billing rate imposition to the Town Council for consideration. Failure to respond to notice requiring access within 10 days of date of mailing shall be deemed refusal of access. A letter to the owner or last known occupant shall be deemed proper notice. Any such appeal must be in writing and delivered to the Town Hall within 10 days of the receipt of the associated billing by the property owner or the appeal shall be barred. If, in any succeeding months, tampering reoccurs or access is denied, the consumer shall be subject to the termination of water service provision referred to in §100-10. Any person, association, firm or business tampering with any water meter or related sending unit is guilty of property destruction, and, upon conviction, shall be punished under all relevant Wyoming laws, as well as being responsible for all related costs of repair.
2. Sewer utility.
- a. Unauthorized activities include but are not limited to accessing, adjusting, or otherwise tampering with any manholes or cleanouts or other structures associated with the sewer collection system.
 - b. No person, association, firm or business shall place, pump, drain or cause to be placed, pumped or drained any substance, material or thing into the sewer lines, drains, manholes, vaults or sewage disposal plant of the Town, other than through regular connections for which a monthly fee is paid, without first having obtained permission to do so pursuant to rules and regulations established by the Town Council.
 - c. Any person, association, firm or business found guilty of violating this section is guilty of property destruction, and, upon conviction, shall be punished under all relevant Wyoming laws, as well as being responsible for all related costs of repair and being subject to termination of service under §100-10.

§100-13 Prohibited Discharges:

1. No person, association, firm or business, including but not limited to septic tank pumping services, firms or organizations, shall discharge or cause to be discharged any of the following described water or wastes to the Town's sewer system:
 - a. Any gasoline, benzene, naphtha, fuel oil or other flammable or explosive liquid, solid or gas;
 - b. Any waters containing toxic or poisonous solids, liquids or gases in sufficient quantities, either singularly or by interaction with other wastes, to contaminate the sludge of the public sanitary sewer, to injure or interfere with any sewage treatment process, to constitute a hazard to humans or animals, to create a public nuisance, or to create any hazard in the receiving waters of the wastewater treatment facility;
 - c. Any waters or wastes having a pH lower than 5.5 or having any other corrosive property capable of causing damage or hazard to structures, equipment and personnel of the wastewater works;
 - d. Solid or viscous substances in quantities or of such size capable of plugging or causing obstruction to the flow in sewers or of causing other interference with the proper operation of the wastewater facilities such as, but not limited to, ashes, cinders, sand, mud, straw, shavings, metal, glass, rags, feathers, tar, plastics, wood, unground garbage, whole blood, manure, hair, fleshings, entrails, paper dishes, cups, milk containers, etc., either whole or ground by garbage grinders;
 - e. Paint, oil, wax, epoxy, grease or similar substance;
 - f. Sludge and other matter pumped from septic tanks or other sewage disposal systems;
 - g. Unpolluted waters such as stormwater, surface water, groundwater, roof runoff, subsurface drainage, or cooling water;
 - h. Any other substance which would unreasonably tend to plug or cause obstruction to the Town's sewer system.

3. Any person, association, firm or business found guilty of violating this section is guilty under all applicable Wyoming Statues, and, upon conviction, shall be punished under all relevant Wyoming laws, as well as being responsible for all related costs of repair and remediation and being subject to termination of service under **§100-10**.

§100-14 Rates; Bulk Water:

1. Where sufficient water is available for municipal uses, the Town may provide bulk water sales through either the Town's bulk water filling station or through hydrants.
 - a. Town's bulk water filling station. Bulk water sales may be provided at the Town's public fill station at a rate set by Town Council resolution.
 - b. Hydrant Use.
 - i. Water may be taken from fire hydrants by the various departments of the Town and by private persons under a special permit issued by the Water Operator, who shall at the discretion of the Water Operator, issue a water meter to each such permittee. A meter or meters, together with such backflow prevention assemblies as the Water Operator may determine

necessary, must be connected to each fire hydrant and must meter all water flowing therefrom pursuant to such special permit. The approval of the application to purchase bulk water through the use of hydrants may be withdrawn at any time with or without cause.

- ii. Rates for bulk water sales through a hydrant are set by Town Council resolution.
- iii. The permittee shall return all necessary equipment issued under such special permit to the Town of Manville at the completion of the permit or as requested by the Town of Manville. Any permittee that fails to return such equipment, or returns such equipment in a damaged state, is guilty of a misdemeanor and, upon conviction, is subject to a fine not to exceed \$750 as well as any restitution to the Town for replacement of such equipment.
- iv. Nothing in this section shall be deemed in any manner to prohibit, hinder, or require a permit of the Fire Department carrying out its firefighting duties.

§100-15 Water Rationing:

If, at any time for any reason, a scarcity of water occurs, the Council by a majority vote may impose such restrictions upon water consumption as it deems necessary to conserve the water supply of the Town. Such restrictions shall include but not be limited to water rationing or other conservation measures.

§100-16 Water Conservation:

No person, association, firm or business shall wantonly waste or make unreasonable use of water within the corporate limits, control or jurisdiction of the Town.

§100-17 Water Conservation Liability:

The Town shall not be liable to the users or consumers of any water and sewer services caused by any failure to supply water, interruptions of water supply, discontinuation of water supply, scarcity of water, accidents to works or mains, or during the time of alterations, additions or repairs, or for any other unavoidable causes.

§100-18 Backflow Prevention Assemble Testing and Maintenance:

1. All properties or premises classified as a high-hazard nonresidential connection to the Town's public water supply shall install and maintain at the property owner's expense the appropriate backflow assembly as decided by the Town. Determination of the hazard classification of a water service connection is at the sole discretion of the Town.
2. Backflow prevention devices at water service connections shall be inspected and certified by a certified backflow assembly tester at the time of installation meeting the certification requirements of WYDEQ Chapter 12. Cost of installation and testing shall be the

responsibility of the property owner. Records of testing shall be supplied to the Town prior to initiation of service.

3. Backflow prevention devices installed at high-hazard nonresidential cross connections shall be inspected and tested on an annual basis by a certified backflow assembly tester meeting the certification requirements of WYDEQ Chapter 12. Backflow prevention assemblies must be tested at least annually and immediately after installation, relocation or repair. A report to the Town must be filed each time an assembly is tested, relocated, or repaired. These assemblies shall be serviced, overhauled, or replaced whenever they are found to be defective and all costs of testing, repair, and maintenance shall be borne by the property owner. If records of testing by the Town are not received annually, the Town may complete the testing, of which the cost of testing plus 10% shall be applied to the owner's utility bill. If access for testing is denied, the consumer shall be subject to the termination of water service provision referred to in §100-10.

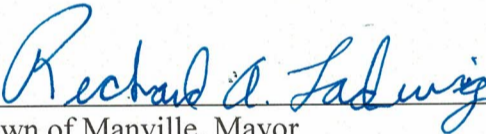
Article II Repair of Water and Sewer Lines

§ 110-19 Frozen Services, Laterals, and Appurtenances:

1. The property owner shall be responsible for performance of and payment for the work necessary to thaw all frozen water and sewer service laterals between the private connection and water meter. The Town shall be responsible for thawing all main lines up to the water meter.
2. Any repairs within the Town right-of-way and easements shall comply in all respects with Chapter 120, and all government required standards.

§ 110-20 Testing of Water Meters:

The Town will test water meters should a customer request to do so; but if the meter is found to be correct, the customer will be charged at a rate set by Town Council resolution for such testing. If the meter is found to be faulty and giving incorrect readings, the Town will waive the testing fee, the meter will be replaced by the Town and the Town will adjust the bill for the previous use period to reflect the minimum charge of the base rate only.


Town of Manville, Mayor


Date